Printing the Paper Copy of the Planning Document

These are the steps to print a Performance Plan for the employee to review and sign.

1. Select an employee to work with.

2. Select an appraisal type to work with.

3. Click the 'Show Performance Objectives' button to execute selection.

4. Click the 'Performance Plan Print Preview' button.

Continued on the next page.

5. Once selected, the printer-friendly version of the document is displayed

PERforM
Productivity, Excellence and Results for Missouri

THE MISSOURI STATE
EMPLOYEE PLANNING AND
APPRAISAL SYSTEM

Performance Plan - Annual

Employee's Performance Plan Details   <<< Back To Performance Objectives

Click to print

Employee Name	LEVY , KELLY ANN
Supervisor Name	FORBIS , ALLAN J.
Job Title	TRAINING TECH III
Agency	OFFICE ADMINISTRATION-OPER
Org	PERS-STAFF
CIVS Description	UCP MERIT SYSTEM CLASSIFIED
Percentage Fulltime	1.0
Months of Service	162.0
Appraisal Type	Annual
Rating Period	1/1/2007 - 6/30/2007
Appraisal Status	-
Overall Rating	-
Appraisal Date	-
Appraisal Period	

1. Knowledge of Work   Rating 1 2 3 4 5 6 7 8 9 10

Performance Objectives:

1. Learn the Management Training Rule and how each program we provide corresponds to the Rule.
2. Review all materials for each training program you conduct at least two days prior to the session and discuss any questions or concerns with your co-trainers and supervisor.
3. Research topics pertaining to all training programs assigned to you to enhance your understanding of the program's content, keep up-to-date with the latest trends; and improve the program's effectiveness.

2. Quality of Work   Rating 1 2 3 4 5 6 7 8 9 10

Performance Objectives:

·   Condensed Screen Print   ·

PERFORMANCE APPRAISAL DISCUSSION

At the beginning of each appraisal period established by the agency/rater, the employee and rater will meet to review and discuss the employee's overall performance for each component listed on this document. The signature of the employee, rater and reviewer affirms that this discussion took place and that the employee received a copy of his/her appraisal document.

SIGNATURE OF RATER   DATE

SIGNATURE OF REVIEWER   DATE

SIGNATURE OF EMPLOYEE   DATE

Click the "Print" icon near the Missouri State Seal in the top right corner of the document.

Click to print

The print button on the browsers tool bar and Ctrl-P functionality does work but if you use these methods the Application Navigation bar and the "Print" button will display on your printed form. This line is stripped from the hard copy if you use the "Print" button provided for you.

A printer dialog box will appear and the user clicks print to send it to the desired printer.